EASTERN DISTRICT OF LOUISIANA

CMECF VERSION 4.1 CHANGES

ATTORNEY GUIDE

FEBRUARY 2010

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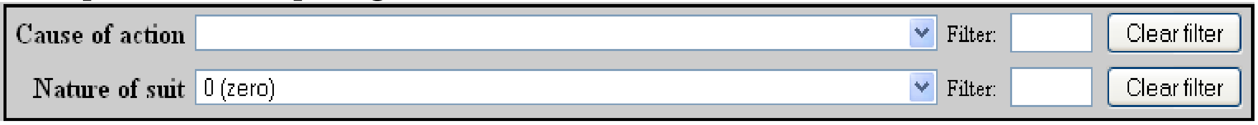
NEW USER INTERFACE FOR CIVIL CASE OPENING

On the case information screen the *Nature of suit* and *Cause of action* fields were modified to permit you to filter the items displayed in the picklist. You can enter characters in the *Filter* field, which immediately narrows the dropdown list to just the items that match the string entered functioning as a search tool. To change the filter, type over the characters already entered, or click the **Clear filter** button. The **Clear filter** button, when clicked, returns the contents of the dropdown to the complete list.

Excerpt from Case Opening – Civil Case Statistical Information Screen



Cause of Action field now defaults to blank. This screen cannot be submitted without selecting a Cause of Action.

Origin, Fee Status and Fee date fields have been removed. Case opening events and fee payment type will automatically update these fields.

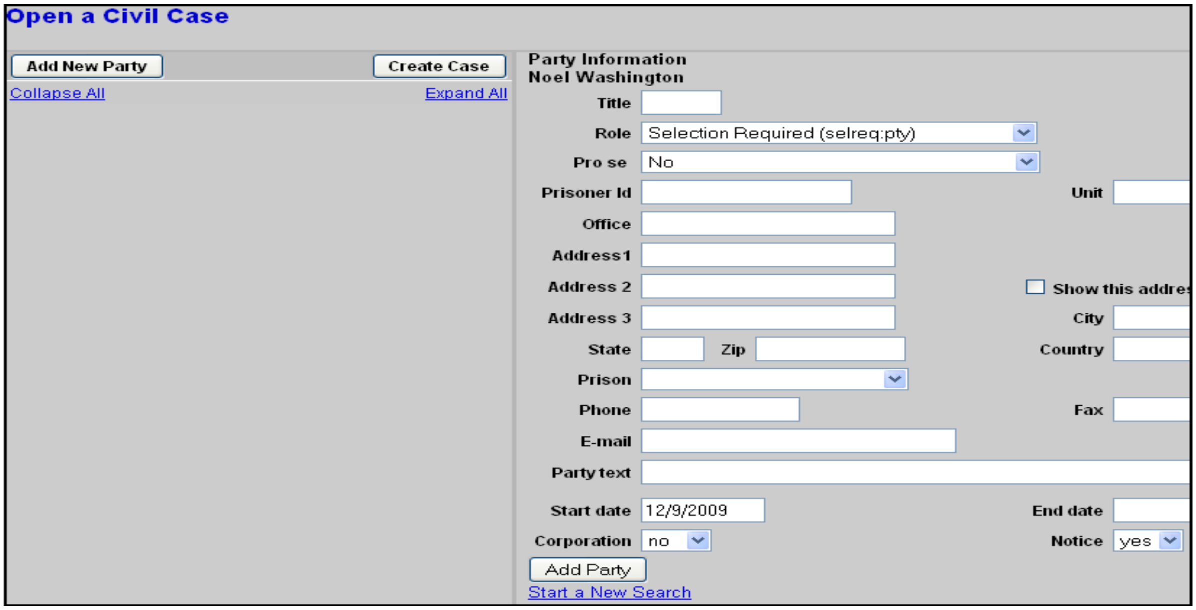
The next screen in civil case opening employs the new user interface. The left partition contains the controls to **Add New Party** and **Create Case**. Since no participants exist for this new case, the tree is empty as shown below.

Search for a Party Screen with Participant Tree Empty

The Expand all hyperlink displays all the participants in the case, once they are added. The Collapse all hyperlink displays only the parties in the case, with the other participants collapsed in the tree. The search fields in the right pane on the screen are unchanged and function as they always have.

After searching for a party, the search results are displayed on the screen, as always, and you can either select a party from the list or add a new party. If you wish to begin a new search, click the **Start a New Search** hyperlink. The Party Information fields appear next.

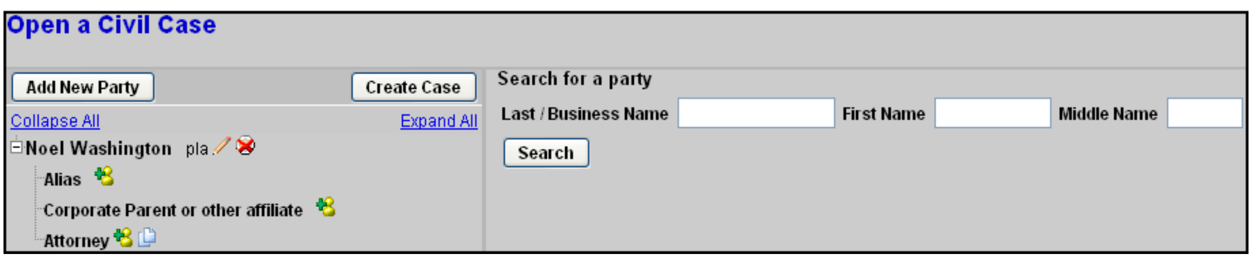
Party Information Screen with Participant Tree Still Empty



After adding all required party information (i.e. party role type), click the **Add Party** button. The party is added to the participant tree and nodes for alias and corporate parent or other affiliate appear under the party in the tree. The right pane of the screen returns to the *Search for a Party* fields.

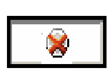
Note: When adding parties, if a duplicate party name is selected from the search results drop-down list, you will see the words 'Duplicate Party' in red next to the party name. To prevent adding a duplicate, click Add New Party to clear the screen.

Search for Party Screen with a Party in Participant Tree



Present in the tree now are functional icons. You can either:

• edit the party information by clicking on the pencil "edit"  icon . Click the **Save Changes** button to save any changes.

• delete the party by clicking the red X "delete"  icon . You must confirm removal of the party.

• add an alias or corporate parent by clicking on the corresponding "add"  icon .

<u>NOTE</u>: **Do <u>NOT</u> add a corporate parent during case opening. This will done when filing a Statement of Corporate Disclosure.**

If you edit a participant, the following message appears in the right pane and you are reminded that changes aren't saved to the database until the case is submitted: *The changes you made have been temporarily stored for processing. If you need to make more changes, use the case participant tree to navigate. You must click **Update Case** or **Create Case** to save the changes to the case.*

Participant Tree After All Parties Are Added to Case

<u>NOTE</u>: If you click the browser **Back** button from the participant processing screen, and then click the browser Forward button without making any changes on the previous screen, then the participants will remain in the participant tree, and you can continue to add and modify participants and then click the **Create Case**. If you click the **Back** button, then makes changes on the previous screen (e.g., the case information screen), and click the **Next** button from that previous screen, then the participant tree will be <u>blank</u> and you will have to start adding participants from scratch.

Once all participants have been added, click the **Create Case** button. A confirmation message appears: *Case will be created. Proceed?* By clicking **Yes**, the case will be created.

NEW USER INTERFACE FOR DOCKETING

The new user interface is used in docketing so you can readily see all case participants during the process of selecting the filers. During docketing there are no icon controls for existing participants in the participant tree so as to maintain the status quo of participant processing. The tree is merely for reference purposes. However, if a new participant is added during the docketing process, then icon controls will be available for that new participant only.

Picking a Filer

The screen on which you pick the parties filing a document is called the Pick Filer screen. The right side of the screen displays the existing parties. If the document requires that a new party be added, click the **New Filer** button. This will display the party search screen to search for and add a new party, as in case opening. When a new party is added, he/she is added to the party pick list and is highlighted in the list. The new party also is added to the participant tree. To add more parties, repeat this process. Parties that are added to civil cases during docketing will have control icons in the participant tree so you can add aliases, party text, etc. for the party during this process.

If the right pane of the screen does not contain the party pick list (e.g., you searched for a new party but then decided not to add one), to bring the party pick list back to the right pane, click the **Pick Filer** button at the top of the screen.

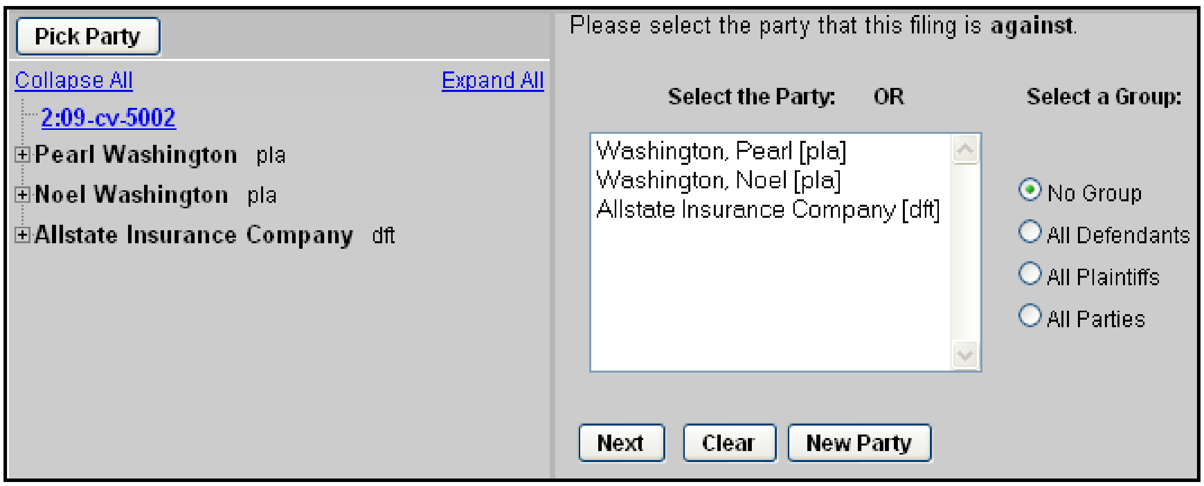
Pick Filer Screen

Picking a Defendant

The screen on which you pick the parties against whom a complaint type event is filed is called the Pick Defendant screen and is very similar to a Pick Filer screen. The right side of the screen displays the existing parties. If the document requires that a new party be added, click the **New Party** button. This will display the party search screen to search for and add a new party, as in case opening. When a new party is added, he/she is added to the party pick list and is highlighted in the list. The new party also is added to the participant tree. To add more parties, repeat this process. Parties that are added to civil cases during docketing will have control icons in the participant tree so you can add aliases, party text, etc. for the party during this process.

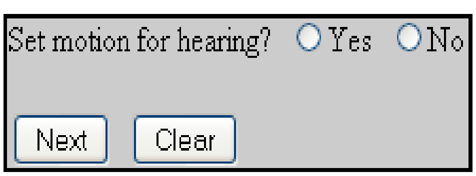
If the right pane of the screen does not contain the party pick list (e.g., you searched for a new party but then decided not to add one), to bring the party pick list back to the right pane, click the **Pick Party** button at the top of the screen.

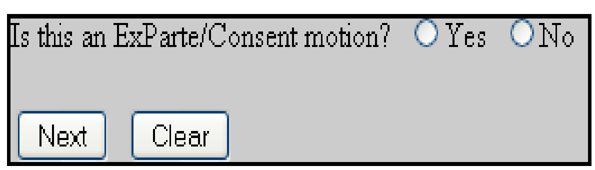
Pick Defendant Screen



EVENT CHANGES

The following **two prompts** which appear when docketing a **motion event** have been changed to feature radio buttons instead of a 'Y/N' prompt. The default is set to none and you must select one of the buttons or you will receive an error message and cannot proceed until one is selected.

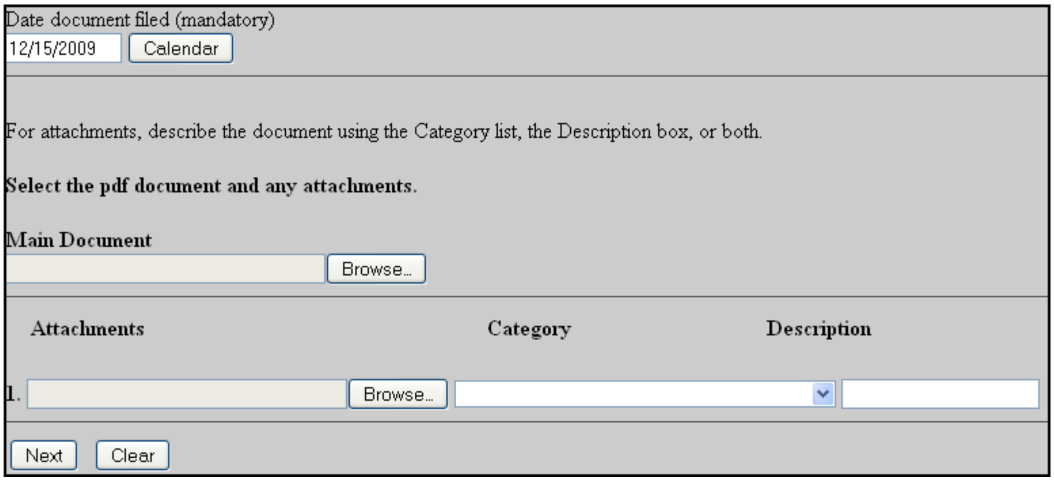




ADDING DOCUMENTS AND ATTACHMENTS

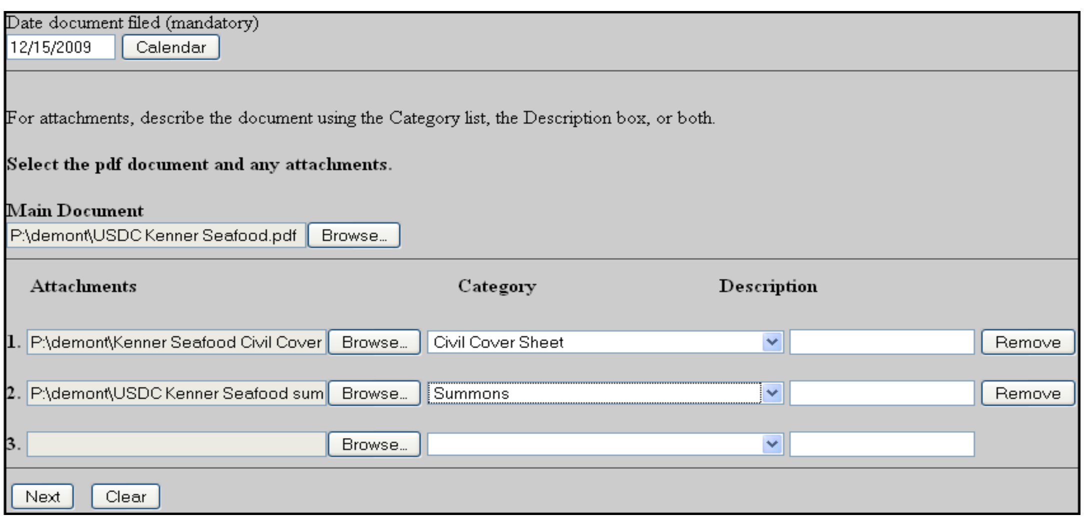
The process of adding a main document and attachments during docketing has been streamlined to only require one screen. The document upload screen changes based on the number of attachments added.

Document Upload Screen – Initial State



When clicking the **Browse** button in the *Attachments* section to add the first attachment, first select a PDF document and then select a category or enter a description (or both). A new row will appear so you can then add a second attachment, and so on.

Document Upload Screen – After Selecting a Main Document and Two Attachments



If only two attachments should be added, leave the fields in the third row blank and then click **Next**. If additional attachments should be added, click **Browse** for each attachment and then add the document.

If an attachment should be removed, click **Remove**. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc.

If an attachment file is incorrect and needs to be replaced, click **Browse** again for the attachment and load a different document.

If you click the **Clear** button after adding documents and attachments, the screen will be returned to its initial state.

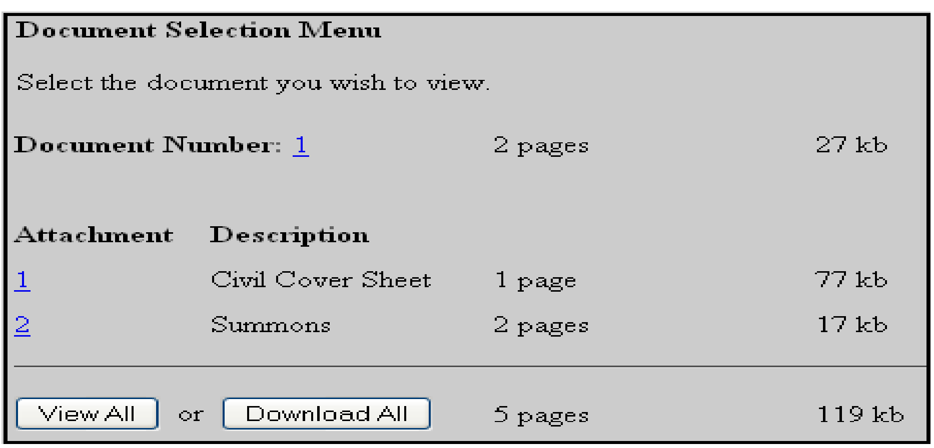
Note: If you click the browser **Back** button from this screen, you may lose some PDF's and have to browse again and reselect the appropriate file(s).

DOCUMENT AND ATTACHMENT NUMBERING

The document selection screen was modified to include the main document number, and the attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (e.g., docket text, the document selection screen). Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen.

Note: After installing Release 4.1, attachment numbers will be modified to begin with 1 for each docket entry that has attachments. This change applies to all attachments, regardless of when the docket entries were filed. Therefore, if you had printed documents and attachments prior to the upgrade to v.4.1, the attachment numbers would be different in the printed documents than in the CM/ECF system after the upgrade.

Document Selection Screen



PDF DOCUMENTS

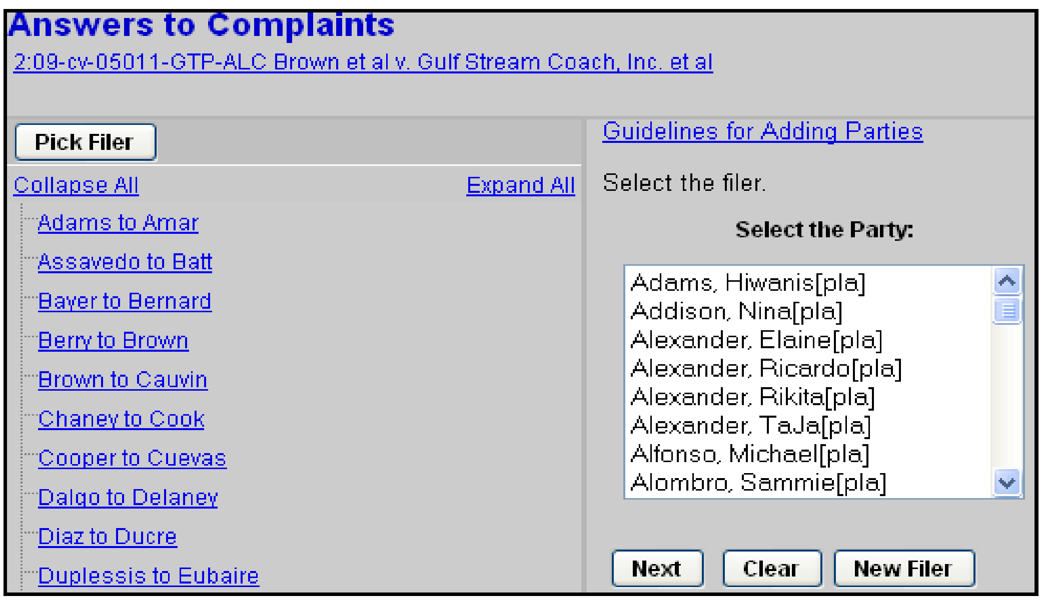
1) The CMECF software will now correctly place PDF header on all scanned PDF documents in the correct position. Previously the PDF header on scanned documents would occasionally appear in positions other than the top of the page. The software now correctly estimates the page size of the PDFs so the header is placed correctly

2) When a PDF is loaded during docketing that is larger than the set document file size limit, the error message now includes the file size of the current PDF.

PROCESSING A LARGE CASE (Civil only)

When a civil case has a large number of parties, the parties are sorted in alphabetical order by last name, and are grouped into chapters. During the docketing process, each chapter is displayed in the participant tree as a hyperlink

Case Participant Tree with Chapters of Parties



By clicking a chapter hyperlink, the parties in the chapter are displayed in the tree. You may only expand one chapter at a time. This display is for informational purposes only. The method of selecting a filer remains the same by choosing the party name(s) on the drop-down list of parties appearing on the right side of the screen under the heading **Select the Party**.

Case Participant Tree with Opened Chapter of Parties

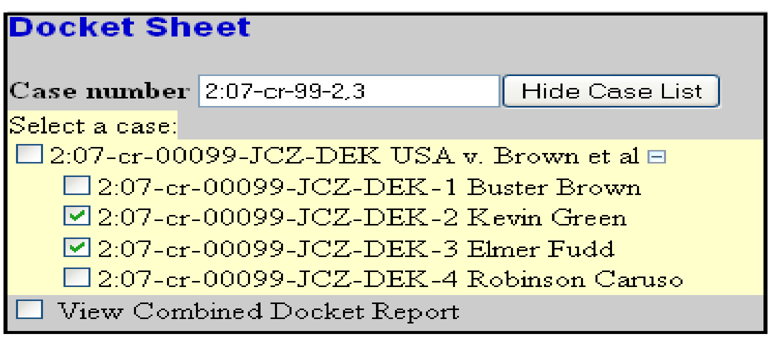
REPORTS

Docket Report

1) Viewing a Combined Docket Report (Criminal Cases)

You now can run a combined Docket Report for a subset of criminal defendants in a multi-defendant case. A new ***View Combined Docket Report*** checkbox will be displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the you to run the combined form of the report for the chosen subset of defendants.

Docket Sheet Case Number Selection

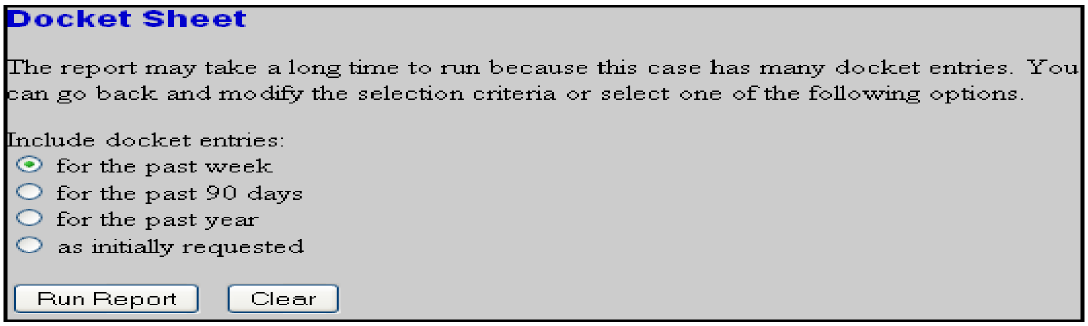


The combined Docket Report displays all of the defendant, party, and attorney information in the top section of the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

2) Running a Large Docket Report

When running a large docket report (100+ entries) a new screen appears with a warning before the report is run. It displays options to help narrow the search. You can choose to include docket entries for the past week, the past 90 days, the past year, or as initially requested.

Options Screen for Running Large Docket Report



<u>Docket Activity Report</u>

When running a Docket Activity Report there is now a 30-day limit on the number of days for which this report can be run. If you enter a date range exceeding 30 days, the message appears ‘Warning: The date range you entered is too large. Please enter a date range no larger than 30 days. Click OK to continue.’

UTILITIES

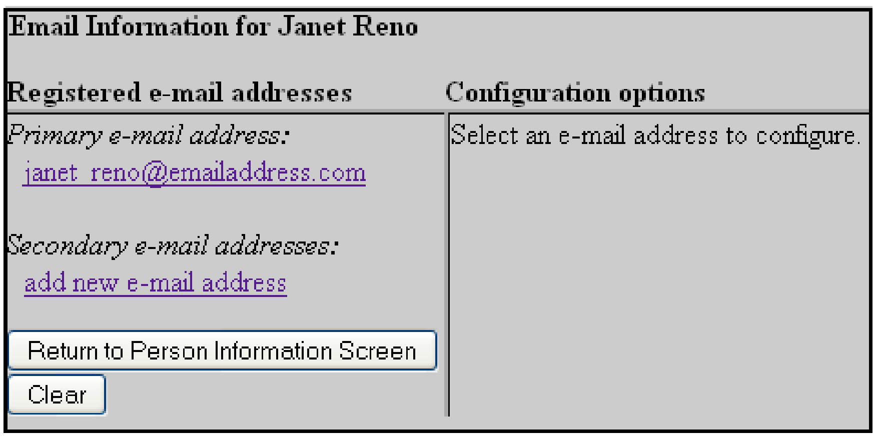
Maintain Your Email

1) The case list for the Email Information screen now includes judge initials and/or the text 'CLOSED on (date)', when available, as shown below. This information is accessed via Maintain Your Email and Maintain User Accounts.

2) Modify the Maintain Your Email Interface

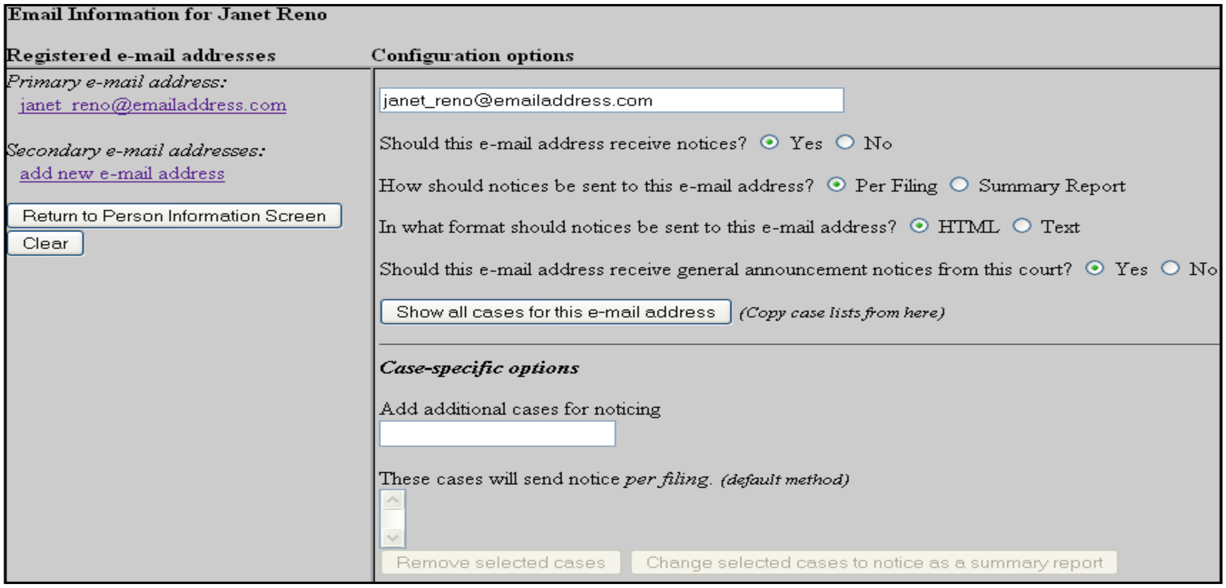
The Email Information screen in **Maintain Your Email** has been modified to provide more streamlined functionality. Additional options are presented rather than being hidden. Cutting and pasting multiple case numbers from one delivery method to another is now allowed. The initial state of the Email Information screen is shown below. On the left side, there are two new e-mail address hyperlinks—one for the primary email address and one for the secondary email addresses.

Email Information Screen – Initial Screen



Clicking on the hyperlink for either the primary and/or secondary email address, or, for adding a new email address and after entering a complete email address, configuration options appear under the email address on the right side of the screen as shown below.

Email Information Screen - Configuration Options



Following is an explanation of each of the options that appear above.

Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is **Yes**. To disable the primary address, select **No**. If set to **No**, both the primary and secondary email addresses will not receive notices of electronic filing (NEFs)—this is not recommended.
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If **Per Filing**, an email will be sent for each individual NEF. If **Summary Report**, one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: *Should this e-mail address receive a "no activity" notice when no summary noticing occurs?* If **Yes**, the Daily Summary Report email will include the message *"no transactions found for this time period"* if no activity occurs in the cases for which you are configured to receive summary notices. If **No**, then no email will be generated when there is no activity in the cases.
In what format should notices be sent to this e-mail address?	Controls the format of the emails—either **HTML** or **Text**.
Should this e-mail address receive general announcement notices from this court?	If **No**, you will not receive general court announcement email message unless the court overrides the user's preference (e.g., the message is urgent and must be sent to all users).
Show all cases for this e-mail address	Displays a list of all of the cases for which you are configured to receive NEFs.

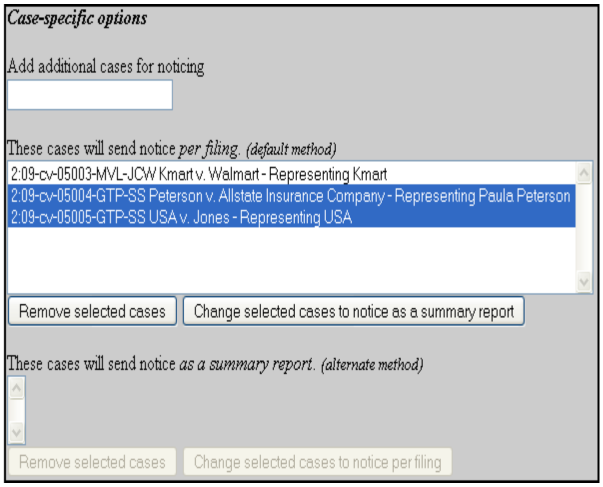
To add additional cases for which to receive NEFs, enter the case number(s) in the Add additional cases for noticing text field and then either click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

To move cases from the default method list to the alternate method list, click the case number(s) in the primary list and then click the **Change selected cases to notice as a summary report** button (if summary noticing is the default method, then this button will be labeled **Change selected cases to notice per filing**). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the **Delete selected cases** button.

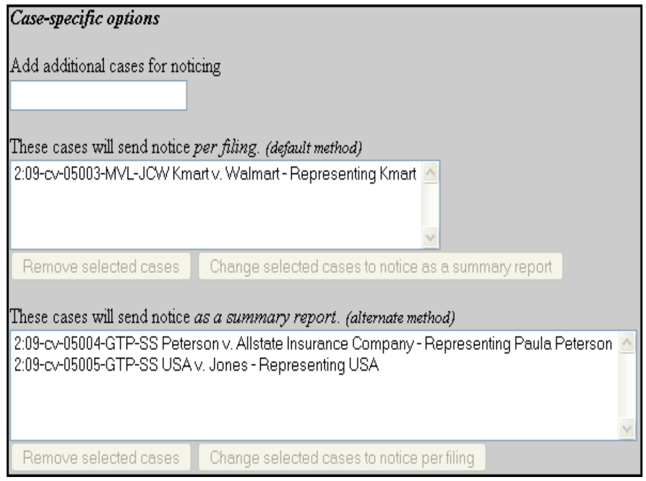
On the screens below, only the bottom right portion of the Email Information screen is shown.

Email Information Screen – Case-specific Options, Before and After Moving Cases from Default Method List to Alternate Method List

(before)



(after)



For secondary email addresses, an additional option **'Should this e-mail address receive notice for all cases in which this individual is a participant?'** appears in the Configuration Options section of the screen. You can answer **Yes** or **No**.

To remove an email address, click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. Remove the email address from the text field. If you want to change the email address to a different one, immediately type the new address in the text field. **If you click anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.**

After clicking **Submit** to accept all changes, a confirmation of your email configuration(s) are displayed. You may view the case list and noticing methods by clicking on the hyperlink View/Hide Case List as shown below.

Confirmation of Email Configuration

Notices Per Filing for all cases

E-mail configuration:

Primary e-mail address: **janet_reno@deadmail.uscourts.gov**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which Janet Reno is a participant.

View/Hide case list

These cases will send notice to this address on a per filing basis.

2:09-cv-05003-MVL-JCW Kmart v. Walmart

2:09-cv-05004-GTP-SS Peterson v. Allstate Insurance Company

2:09-cv-05005-GTP-SS USA v. Jones

Case Specific Noticing Methods (Per Filing and Summary)

View/Hide case list

These cases will send notice to this address as a summary report.

2:09-cv-05004-GTP-SS Peterson v. Allstate Insurance Company

2:09-cv-05005-GTP-SS USA v. Jones

These cases will send notice to this address on a per filing basis.

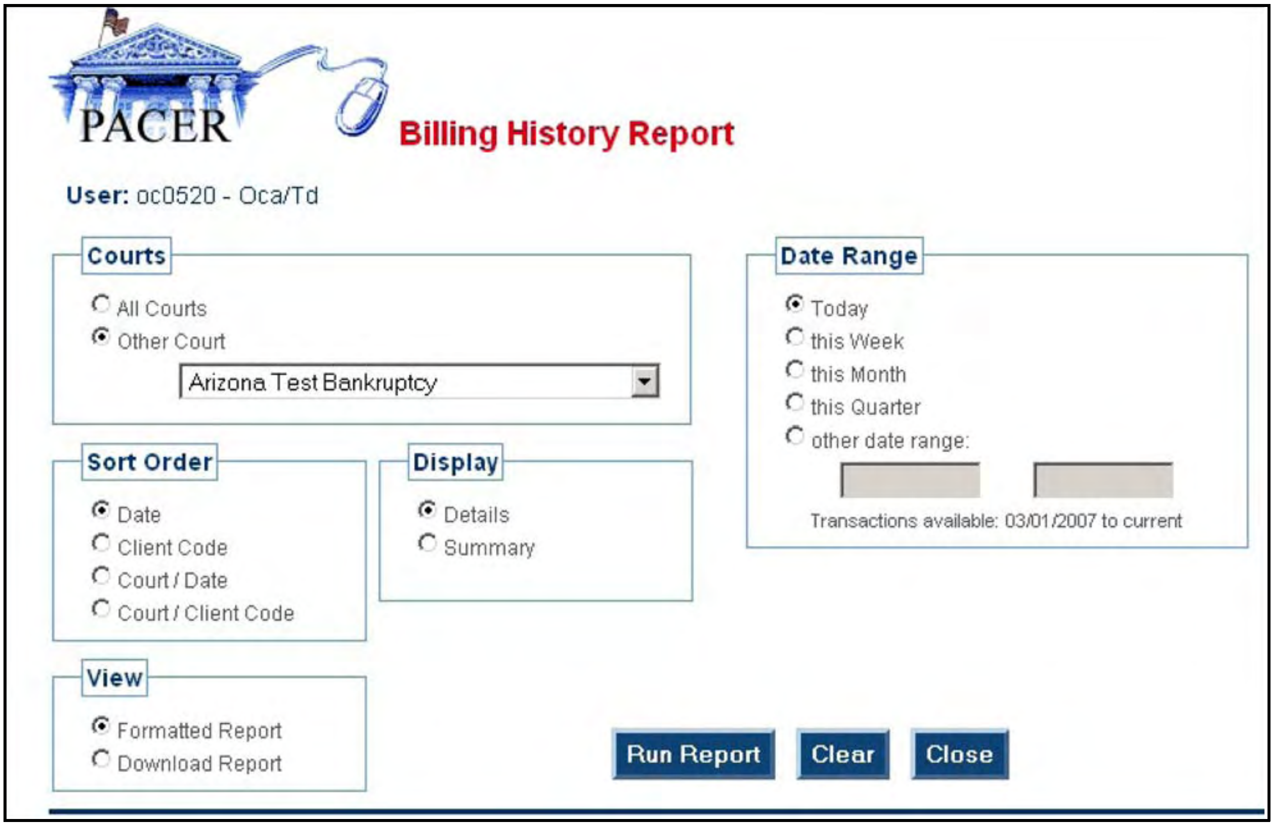
2:09-cv-05003-MVL-JCW Kmart v. Walmart

3) There is no longer a limit to the number of cases that can be listed in the 'Delivery Method Exceptions' section of the Email Information screen.

PACER Billing

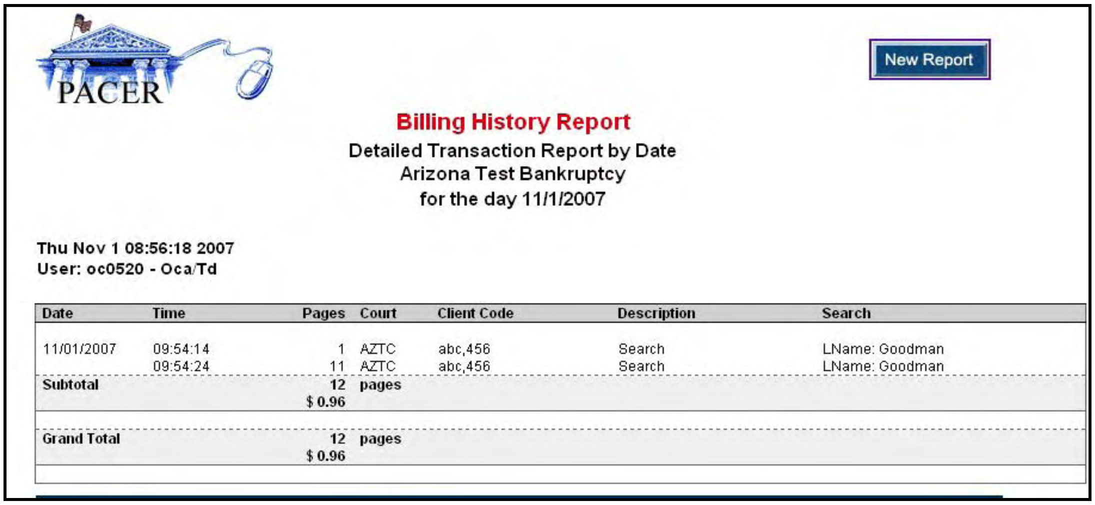
When the Review Billing History option is selected in CM/ECF a new browser window will open outside of CM/ECF. From this screen you can search for transactions in recent months for a specific court or all courts. A notation inside the Date Range box provides a specific range of dates for which transactions are available. The court from which the PACER user came will be selected by default.

PSC Billing History Report Selection Screen



Data will be retrieved from the central billing transaction database and formatted according to the options selected by the user, as in the following example:

PSC Billing History Report – Sample Output



New Report

Billing History Report

Detailed Transaction Report by Date
Arizona Test Bankruptcy
for the day 11/1/2007

Thu Nov 1 08:56:18 2007
User: oc0520 - Oca/Td

Date	Time	Pages	Court	Client Code	Description	Search
11/01/2007	09:54:14	1	AZTC	abc,456	Search	LName: Goodman
	09:54:24	11	AZTC	abc,456	Search	LName: Goodman
Subtotal		**12** $ **0.96**	**pages**			
Grand Total		**12** $ **0.96**	**pages**			

Transactions for months prior to those available via the CM/ECF Billing History Report can be obtained via the Review Transaction History option within the Account Information section of the Pacer Service Center site.

<u>Internet Payments Made and Internet Payment History</u>

Case numbers now appear as standard case number hyperlinks in the Internet Payments Made and the Internet Payment History reports.

Query

The Query screen was modified to provide more options to allow for more refined searching as follows:

1) The party name search fields were combined with the case data search fields to form a single section.
2) A *Cause of Action* select list was added.
3) The redundant row of *Case status* radio buttons was removed.
4) The second instance of the *or search by* text was removed.

Queries now can be run by entering a case number or any combination of the following:

Case Status, Filed Date, Last Entry Date, Nature of Suit, Cause of Action, Last/Business Name, First Name, Middle Name, and Type